

TO: REGULATIONS CONTROL STAFF, [REDACTED], Room 126

25X1A6A

CONCURRENCE SHEET

PROPOSED ISSUANCE: Notice [REDACTED] Records Management, Forms
Management - Numerical Forms Indexes
Draft dated 13 April 1955

25X1A

CONCUR:

- (a) Substance
- (b) Classification
- (c) Distribution

25X1A9A

[REDACTED]
Signature

SA-BD/S

Office

15 April 1955

Date

COMMENT

No comments.

(Job #971-TT)
Due: 4 May 1955

S-E-C-R-E-T

This Notice Expires on 31 December 1955

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RECORDS MANAGEMENT

FORMS MANAGEMENT - NUMERICAL FORMS INDEXES

1. PURPOSE AND SCOPE

This notice provides a numerical listing of all approved standardized forms currently used by the Agency (attachments 1 and 2) together with other descriptive data of interest to users. It also lists all forms obsoleted since issuance of the previous index, shows disposition of stocks and indicates replacement forms, where applicable (see attachment 3). Forms listed herein as current will be used in lieu of similar non-standardized forms. Prior to initiating requests for approval of new forms, users will satisfy themselves that no similar and satisfactory standardized form is available. Users are likewise encouraged to adapt existing forms to a wider scope of usage whenever feasible. Should the scope of usage of a form which is not centrally stocked so increase as to make centralized stocking advisable, such recommendation should be made to the Forms Management Branch, Records Management Division, Management Staff.

2. CURRENT NUMERICAL FORMS INDEX

a. ARRANGEMENT

(1) CIA Forms

Prior to 1 July 1954, all form numbers included a prefix number indicative of the office of primary interest. At that time, a revised numbering system became effective which will eventually eliminate all prefix numbers, establishing in their place a straight numerical sequence of form numbers. Forms which have already been numbered under the new system are listed first, in numerical order, in attachment 1 followed by those forms still bearing the old prefix numbers.

(2) Standard Forms and Other Government Agency Forms

Certain Standard Forms and other Government agency forms have been declared to be applicable to, and are prescribed for use by CIA. Such forms have the same scope and authority as CIA forms. Attachment 2 contains these forms grouped by Agency or category in alphabetical sequence. Forms are listed numerically within each group.

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b. EXPLANATION OF COLUMNAR HEADINGS

- (1) Form No. - The number assigned to identify forms of this Agency or another Government agency which are approved for CIA use.
- (2) Date - That of the latest edition prior to date of this notice.
- (3) Title - As printed on the form. If form is not titled, a descriptive statement of function or content.
- (4) Unit - The unit of quantity in which each form is procured, stored, requisitioned and issued. A number following the unit represents the number of cut sheets, sets, or multiple pages contained in a booklet, booklet set, pad, or padded set. The various units are defined as follows:
 - (a) Bk (booklet) - A book consisting of cut sheets normally bound between heavy paper covers.
 - (b) Bk/S (booklet sets) - A book consisting of multiple-page forms or sets of forms normally bound between heavy paper covers.
 - (c) Card - A flat stiff piece of paper or pasteboard normally used for filing frequently referenced data both visibly and vertically; also for postal cards, etc.
 - (d) C/S (cut sheet) - Unbound single sheet
 - (e) D/I/S (die-impressed stencil) - A standard stencil with a pre-impressed format permitting simultaneous reproduction of both the format and filled-in information.
 - (f) Label - A small piece of paper which may be used for identification, shipping, or similar purposes, usually with a gummed or adhesive back suitable for affixing to equipment, boxes, packages, envelopes, or folders.
 - (g) M/P (multiple page) - An individual form consisting of two or more dissimilar pages usually bound or fastened together.

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- (h) O/M (offset master) - A preprinted master designed for use on offset lithographic presses.
 - (i) Oz/M (ozalid master) - A preprinted master designed for use on an ozalid machine.
 - (j) Pad - Cut sheets of the same form, usually glued together.
 - (k) Set - An original and one or more attached copies which may be filled in, completely or partially, in one operation.
 - (l) P/S (padded sets) - A number of sets usually glued together.
 - (m) H/M (hectograph master) - A preprinted master designed for use on hectograph (ditto) duplicators of the "spirit" type.
 - (n) T/C (tab card) - A flat, stiff piece of paper or pasteboard processed only with special business machines or systems equipment, such as IBM, Burroughs, McBee, Remington-Rand, etc.
 - (o) T/P (tab paper) - Continuous single sheets or sets processed only with special business machines or systems equipment, such as IBM, Remington-Rand, etc.
 - (p) Tag - A heavy piece of paper, pasteboard, or cloth designed for attachment to articles by a string, wire tie, or similar type fastener.
- (5) g - Indicates form is centrally stocked by Building Supply Officers.
 - (6) N - Indicates form is not centrally stocked. Supplies of such items are maintained by originating offices only.
 - (7) Reference No. - Identifies the Agency regulatory issuance (Regulation, Notice, or HB) or intra-office issuance [REDACTED] which prescribes or implements the form's use. References to other Government agency regulatory and administrative issuances are included when applicable.
 - (8) FC - Functional Code No. - Each form is assigned one or more of the following numbers indicating its basic function(s).

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<u>No.</u>	<u>FUNCTION</u>	<u>No.</u>	<u>FUNCTION</u>
1.	Accounting, Accounts, and Audits	26.	Medical
2.	Action	27.	Obligations
3.	Allotments and Allocations	28.	Orders
4.	Applicants, Applications, Appointments, Personnel, and Personal Data	29.	Passes and Pass and Admission Records
5.	Approvals	30.	Payroll and Time Records
6.	Attendance and Leave	31.	Production
7.	Charge-out and Filing Devices	32.	Purchase
8.	Check Sheets	33.	Receipts and Receiving
9.	Clearances	34.	Recruitment
10.	Coding	35.	Reference Index
11.	Contact, Liaison, and Interview	36.	Reports and Statements
12.	Contracts and Agreements	37.	Requirements
13.	Control and Follow-Ups	38.	Requisitions and Requests
14.	Damage, Destruction, Salvage, and Loss	39.	Rosters and Strength Reports
15.	Delivery, Disposition, and Distribution	40.	Routing, Signature, and Memo Sheets and Slips
16.	Disbursements	41.	Schedules
17.	Examinations and Tests	42.	Status
18.	File Slips	43.	Surveys, Studies, Investigations, and Inspections
19.	Indebtedness	44.	Telecommunications
20.	Information Requests, Reports, and Records	45.	Training
21.	Instructions	46.	Transfers
22.	Inventories	47.	Transmittals
23.	Letterheads	48.	Travel, Transportation, and Shipping
24.	Logs and Registers	49.	Vouchers
25.	Mail, Courier, and Messenger	50.	Work Sheets, Charts, and Graphs

- (9) OPI - Office of Primary Interest. The following code numbers have been assigned as a means of designating the office primarily responsible for origination and development of a form. Code numbers are completely flexible and can be modified to meet changing organization or other requirements.

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MISSING PAGE

ORIGINAL DOCUMENT MISSING PAGE(S):

attachment